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11 June 1953

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MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE

1. GENERAL -

b. Travel orders on all [] students are being processed by Central Processing Branch.

2. SECURITY - None

3. PERSONNEL -

a. In response to a special request from OTR, the Security Office has been expediting the clearance of [] *personnel for* Approximately seven of the fifty individuals in process have been cleared and three cancelled-out since our request was forwarded.

4. SUPPLY AND SERVICES -

a. All TAB library material and equipment have been moved from Room 109, R&S to Room 217, R&S. A small collection of books has been left in Room 109 for the use of provisional personnel in ITB. A few pieces of surplus library equipment remaining in the room will be held for possible use of []

b. Processing of 11 students for travel to [] was initiated. Final arrangements are now being made by Central Processing.

c. Weekly report of utilization of [] facilities is attached.

5. BUDGET AND FISCAL -

a. [] is arranging for transfer of title to an eligible person of the house formerly owned by Mr. [] Approximate cost of transfer will be \$150.00.

b. Arrangements have been made for Chief, Project [] to be on leave from 20 to 27 June. A replacement will be available from [] for this period.

25 YEAR RE-REVIEW

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25X1 c. General Counsel recommends that title of [] be transferred to another individual instead of to the installation. This is being done.

d. A meeting has been scheduled 15 June with Comptroller Office personnel to discuss and resolve the problem of budgeting for training costs.

25X1 e. Budget Call Notice No. [] for FY54 revision and FY55 estimates was received today, dated 29 May 1953, target date 1 July 1953.

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25X1 f. Approval was received from DCI on [] summer area program contract. 25X1 Mr. [] is transmitting it to [] for acceptance. Arrangements will then be completed for payment of contract.

25X1 g. The Contracting Officer/P&SO was requested to extend [] contract two months to September 1953 to provide continuous service to classes extending beyond FY53.

[]
Administrative Officer, OTR

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Attachment:

1. Weekly Report of Utilization of [] Facilities

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